

Administration Code

Check for Understanding

Test Security		
Is it acceptable to take pictures of test items for use next year so that you know you are teaching the correct content?	Yes	No
Is it acceptable for teachers to receive Test Administration Manuals prior to the first day of testing?	Yes	No
Is it acceptable to read only the bold type instruction script in the TAMs and skip the test administrator directions if you have been a test administrator in previous years?	Yes	No

Administration Practices		
Is it acceptable to indicate to a student the appropriate work area in a test booklet or student response booklet after a testing session has begun?	Yes	No
Is it acceptable to point out to a student that he/she probably hasn't written enough for an extended response?	Yes	No
Is it acceptable to allow a student a few more minutes beyond stop time to finish an exam if he/she has been working diligently?	Yes	No

Classroom Materials		
Is it acceptable for a teacher to use his/her personal cellphone to communicate with another teacher about a testing situation in the classroom?	Yes	No
Is it acceptable to allow students to use their own approved calculators instead of one provided by the school?	Yes	No
Is it acceptable to allow students to read library or personal books as each student finishes and test materials are collected?	Yes	No

Test Preparation / Student Motivation and Rewards		
Is it acceptable to announce on the intercom each day the results of the Good Faith Effort Checklists?	Yes	No
Is it acceptable to let students know that they are doing a good job on test responses?	Yes	No
Is it acceptable on a Good Faith Effort Checklist to require students to use a strategy they learned in class when answering test questions?	Yes	No